

# Andrea Adolphus

entry level

Kansas City, MO 64130  
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To secure employment utilizing my Customer Service Skills  
Willing to relocate: Anywhere  
Authorized to work in the US for any employer

## WORK EXPERIENCE

### Dietary Aide

PB&J Bishop Spencer Place - Kansas City, MO - February 2017 to May 2017

### Wheelchair Assistant

AirServ Corporation - St. Louis, MO - October 2016 to January 2017

### Line Worker

Onin Staffing - Granite City, IL - June 2016 to October 2016

### Line Worker

B&G Labs - St. Louis, MO - April 2016 to June 2016

### Production Worker

Savers/Value Village - Cleveland, OH - August 2015 to January 2016

#### Responsibilities

I sort clothes given as donations hang them and tag them and take them on the floor

### Direct Support Professional

Welcome House Inc - Westlake, OH - March 2014 to July 2014

#### Responsibilities

I helped mrdd patiens with their daily activities like bathing, cooking etc and taking them to their doctor appointments

### Companion Aide

Private Duty - Cleveland, OH - January 2010 to June 2014

Provided companionship to home bound elderly client

- Prepared and served meals
- Maintained sanitary living quarters
- Communicated with client for assistance, social and emotional support

### Receptionist

Helen S. Brown Center - East Cleveland, OH - May 2013 to June 2013

Answer and direct phone calls

- Make copies and fax documents

### Dietary Aide

Homewood Residence - Richmond Hts, OH - February 2010 to July 2010

Homewood Residence Richmond Hts, Ohio

- Provided residential patients food trays
- Collected and sanitized food trays

**Server/Cashier**

Normandy Catering - South Euclid, OH - August 2009 to November 2009

Served students meal item selections in a cafeteria setting

- Accepted payments for meal items purchased

**Patient Transporter**

UHHS Bedford Medical Center - Bedford, OH - August 2008 to September 2009

Transported patients throughout various departments within medical facility

**Custodian**

Temple of Praise SDA Church - Cleveland, OH - September 2004 to June 2009

Responsible for maintain physical appearance of facility which included vacuuming, trash removal, restroom sanitation and grounds keeping.

**Home Health Aide**

Med Source - Euclid, OH - November 2006 to February 2007

Assisted home bound residents with daily living needs

**EDUCATION**

**High School Diploma**

Cleveland Heights High School - Cleveland, OH